

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	ALL	110-40 AAG

DEPARTMENT OF ADMINISTRATION SUMMARY

<u>Account Classification</u>	<u>Actual 1976</u>	<u>Budget 1977</u>	<u>Budget 1978</u>
Personal Services	\$ 987,458	\$1,075,375	\$ 909,980
Contractual Services	210,323	255,447	256,916
Commodities	105,259	92,345	67,473
Capital Outlay	<u>7,435</u>	<u>3,350</u>	<u>4,150</u>
Sub-Total	\$1,310,475	\$1,426,517	\$1,238,519
Reimbursed Expenditures	<u>(484,917)</u>	<u>(292,459)</u>	
TOTAL	\$ 825,558	\$1,134,058	\$1,238,519

<u>Division</u>	<u>Actual 1976</u>	<u>Budget 1977</u>	<u>Budget 1978</u>
Controller's Office	\$ 351,301	\$ 380,018	\$ 457,537
Budget and Management	223,590	279,046	268,932
Public Information	75,400	82,960	
Personnel	207,542	224,303	
Purchasing	156,107	170,904	225,482
Retirement and Insurance	33,557	42,004	48,093
Treasury	210,259	218,461	238,475
Community Arts	26,475		
Occupational Safety	<u>26,244</u>	<u>28,821</u>	
Sub-Total	\$1,310,475	\$1,426,517	\$1,238,519
Reimbursed Expenditures	<u>(484,917)</u>	<u>(292,459)</u>	
TOTAL	\$ 825,558	\$1,134,058	\$1,238,519

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	CONTROLLER'S OFFICE	110-40-660-50000 AAGA500

BUDGET COMMENTS

The 1978 adopted budget for the Controller's Office of \$457,537) represents a \$77,519 (20.4 percent) increase over the 1977 amount. This is due largely to one additional position and the new on-line budgetary-accounting computer system.

Personal Services have increased \$31,293, of which \$12,522 is for an additional Accountant II position.

Contractual Services have increased \$43,876. Central Data Processing charges (Account 295) have increased \$31,616. The Professional Services allocation has increased \$10,700, and continues to provide for the annual audit.

Commodities have increased \$1,400 due to increased expenses of office supplies, printing, postage and photocopying.

Capital Outlay totalling \$950 is budgeted as follows: (1) Three replacement calculators for \$600; (2) One additional calculator for the new Accountant II position at \$200, and (3) Office furniture for the new position at \$150.

Revenues to the General Fund generated by this division total \$104,128.

ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$ 239,127	\$ 264,032	\$ 295,325
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$ 239,127	\$ 264,032	\$ 295,325
CONTRACTUAL SERVICES			
210 Utilities	\$	\$	\$
220 Communications	2,090	2,065	2,300
230 Transportation	383	750	825
240 Advertising	4,935	4,500	5,300
250 Insurance			
260 Dues and Subscriptions	782	1,000	1,200
270 Professional Services	15,500	17,000	27,700
280 Maint. of Bldgs & Improvements	70		
290 Maintenance of Equipment	1,409	1,500	1,750
295 Other Contractual Services	76,747	78,671	110,287
TOTAL CONTRACTUAL SERVICES	\$ 101,916	\$ 105,486	\$ 149,362
COMMODITIES			
310 Office Supplies	\$ 8,749	\$ 10,500	\$ 11,900
320 Clothing and Linen			
330 Food, Drugs & Chemicals			
340 Opr. Supplies - Buildings & Improvements			
350 Repair Parts - Buildings & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools	2		
395 Other Commodities			
TOTAL COMMODITIES	\$ 8,751	\$ 10,500	\$ 11,900
CAPITAL OUTLAY			
410 Land	\$	\$	\$
420 Buildings	134		
430 Improvements Other Than Bldgs.			
440 Office Equipment	1,373		950
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 1,507	\$	\$ 950
SUB-TOTAL	\$ 351,301	\$ 380,018	\$ 457,537
Less: Reimbursements	(152,133)	(89,728)	
GRAND TOTAL	\$ 199,168	\$ 290,290	\$ 457,537

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	CONTROLLER'S OFFICE	110-40-660-50000 AAGA500

WORK PROGRAM

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Administration and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials.

This division's goal is the continued improvement of accounting systems and financial information, so that internal controls against waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operations. A specific objective for 1978 in keeping with this overall goal is the successful implementation of the on-line budgetary-accounting system.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
		BUDGET	BUDGET			
	1976	1977	1978		1977	1978
Controller	1	1	1	1509-2128	\$ 23,552	\$ 25,541
Senior Accountant	1	1	1	1202-1598	18,092	19,178
Internal Auditor	2	2	2	1202-1598	34,128	37,174
Accountant III	1	1	1	1136-1509	17,087	18,113
Accountant II	3	4	5	1014-1347	52,350	70,818
Accountant I	2	2	2	856-1136	22,062	24,744
Account Clerk III	0	1	1	765-1014	10,994	10,641
Secretary	1	1	1	648-906	9,693	9,612
Account Clerk II	1	1	4	685-906	8,108	34,899
Account Clerk I	4	4	1	613-810	33,279	7,770
Clerk II	1	1	1	549-724	8,194	8,686
Bookkeeping Machine Operator	1	1	1	549-724	8,194	8,686
Typist-Clerk	2	2	2	519-685	14,627	15,921
Sub-Total	20	22	23		\$260,360	\$291,783
Add: Longevity					3,672	3,542
Total					\$264,032	\$295,325
Full-Time Equivalent	20	22	23			
First Quarter						\$ 78,634
Second Quarter						67,706
Third Quarter						80,116
Fourth Quarter						68,869
Total						\$295,325

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	BUDGET & MANAGEMENT	110-40-700-50000 AAGB500

BUDGET COMMENTS

The adopted 1978 budget for this division has decreased \$10,114 (3.6 percent) below the 1977 amount.

Personal Services have increased \$9,165, due to the net effect of the deletion of one secretary position, longevity, normal merit increases and the salary improvement.

Contractual Services have decreased \$21,827, primarily to no projected expenditures for consultant fees (Account 270).

No Capital Outlay has been budgeted for 1978.

For 1978 this division generates a total of \$19,906 in revenues to the General Fund.

ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$ 186,360	\$ 210,014	\$ 219,179
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$ 186,360	\$ 210,014	\$ 219,179
CONTRACTUAL SERVICES			
210 Utilities	\$	\$	\$
220 Communications	3,219	2,292	2,800
230 Transportation	1,605	1,475	1,600
240 Advertising			
250 Insurance			
260 Dues and Subscriptions	14,552	15,300	21,900
270 Professional Services		35,100	
280 Maint. of Bldgs & Improvements	129		
290 Maintenance of Equipment	313	175	100
295 Other Contractual Services	6,722	4,870	10,985
TOTAL CONTRACTUAL SERVICES	\$ 26,540	\$ 59,212	\$ 37,385
COMMODITIES			
310 Office Supplies	\$ 9,133	\$ 9,000	\$ 12,268
320 Clothing and Linen			
330 Food, Drugs & Chemicals	70	100	100
340 Opr. Supplies - Buildings & Improvements	67		
350 Repair Parts - Buildings & Improvements	214		
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 9,484	\$ 9,100	\$ 12,368
CAPITAL OUTLAY			
410 Land	\$	\$	\$
420 Buildings	297		
430 Improvements Other Than Bldgs.			
440 Office Equipment	909	720	
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 1,206	\$ 720	\$
SUB-TOTAL	\$ 223,590	\$ 279,046	\$ 268,932
Less: Reimbursements			
Administrative Charges	(69,903)	(9,906)	
Revenue Sharing (Capital Outlay)		(720)	
GRAND TOTAL	\$ 153,687	\$ 268,420	\$ 268,932

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	BUDGET AND MANAGEMENT	110-40-700-50000 AAGB500

WORK PROGRAM

THE BUDGET and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and Director of Administration on budget and associated financial matters.

THE MAJOR activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both governing body and City Staff, for instructing all divisions and departments as to necessary and appropriate budgetary procedures, consideration and review of all budget proposals, implementation of all revisions directed by the governing body, and for the final publishing of the adopted budget document.

THE BUDGET OFFICE also has responsibility for researching problems, procedures and projects, and for recommending appropriate responses to decision makers. Research may be initiated by the division itself or may be initiated by the City Manager, the Director of Administration, operating departments or by the governing body.

OTHER DUTIES of this division include the daily administration of the operating, CIP and revenue sharing budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office prepares the City organizational charts, and is responsible for the forms control program.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Director of Administration	1	1	1	2128-3006	\$ 33,265	\$ 36,078
Research and Budget Officer	1	1	1	1509-2128	23,552	25,541
Assistant to the Director of Administration	1	1	1	1347-1898	20,286	22,576
Administrative Analyst	3	3	3	1202-1598	49,520	49,465
Budget Analyst II	4	4	4	1014-1347	54,714	59,950
Administrative Secretary	1	1	1	765-1014	11,140	12,168
Secretary	1	2	1	648-906	15,363	10,869
Sub-Total	12	13	12		\$207,840	\$216,647
Add: Longevity					2,174	2,532
Total					\$210,014	\$219,179
Full-Time Equivalent	12	13	12			
First Quarter						\$ 58,532
Second Quarter						50,563
Third Quarter						59,264
Fourth Quarter						50,820
TOTAL						\$219,179

FUND GENERAL	DEPARTMENT ADMINISTRATION	DIVISION PUBLIC INFORMATION	ACTIVITY NO. AAGE500
BUDGET COMMENTS			
<p>In mid-1977 this division was transferred from the Department of Administration and was renamed the "Public Affairs Office." The Public Information Officer now reports directly to the City Manager. Data for 1976 and 1977 are shown below for historical and accounting purposes only.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$42,835	\$53,470	
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$42,835	\$53,470	
CONTRACTUAL SERVICES			
210 Utilities	\$	\$	
220 Communications	888	940	
230 Transportation	265	500	
240 Advertising	308	6,000	
250 Insurance			
260 Dues and Subscriptions	169	260	
270 Professional Services	103		
280 Maint. of Bldgs & Improvements			
290 Maintenance of Equipment	178	165	
295 Other Contractual Services	188		
TOTAL CONTRACTUAL SERVICES	\$ 2,099	\$ 7,865	
COMMODITIES			
310 Office Supplies	\$28,996	\$20,475	
320 Clothing and Linen			
330 Food, Drugs & Chemicals	1,026	350	
340 Opr. Supplies - Buildings & Improvements			
350 Repair Parts - Buildings & Improvements			
360 Operating Supplies - Equipment	421	800	
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools	23		
395 Other Commodities			
TOTAL COMMODITIES	\$30,466	\$21,625	
CAPITAL OUTLAY			
410 Land	\$	\$	
420 Buildings			
430 Improvements Other Than Bldgs.			
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$	\$	
SUB-TOTAL	\$75,400	\$82,960	
Less: Reimbursements			
Water	(1,785)	(3,000)	
Community Development Act	(5,000)		
GRAND TOTAL	\$68,615	\$79,960	

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.			
GENERAL	ADMINISTRATION	PUBLIC INFORMATION	AAGE500			
WORK PROGRAM						
In mid-1977 this division was transferred out of the Department of Administration and was renamed the "Public Affairs Office." The Public Information Officer now reports directly to the City Manager. Data for 1976 and 1977 are shown below for historical and accounting purposes only.						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Public Information Officer	1	1			\$ 19,938	
Assistant Public Information Officer	0	1			16,140	
Administrative Assistant	1	0				
Administrative Aide II	0	1			10,529	
Administrative Aide I	1	0				
Secretary	0	1			6,863	
Total	3	4			\$ 53,470	
Full-Time Equivalent	3	4				

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	PERSONNEL	AAGF500
BUDGET COMMENTS			
<p>In mid-1977 the Personnel Division was transferred from the Department of Administration to direct supervision of the Office of the City Manager. Data for 1976 and 1977 are shown below for historical and account purposes only.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$139,703	\$159,790	\$
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$139,703	\$159,790	
CONTRACTUAL SERVICES			
210 Utilities	\$	\$	
220 Communications	3,060	3,012	
230 Transportation	477	1,000	
240 Advertising	3,310	3,500	
250 Insurance			
260 Dues and Subscriptions	1,078	1,241	
270 Professional Services	36,383	37,070	
280 Maint. of Bldgs & Improvements			
290 Maintenance of Equipment	254	210	
295 Other Contractual Services	9,089	6,735	
TOTAL CONTRACTUAL SERVICES	\$53,651	\$52,768	
COMMODITIES			
310 Office Supplies	\$ 9,095	\$ 8,125	
320 Clothing and Linen			
330 Food, Drugs & Chemicals	726	750	
340 Opr. Supplies - Buildings & Improvements			
350 Repair Parts - Buildings & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools	3,389	2,870	
395 Other Commodities			
TOTAL COMMODITIES	\$ 13,210	\$ 11,745	
CAPITAL OUTLAY			
410 Land	\$	\$	
420 Buildings	238		
430 Improvements Other Than Bldgs.			
440 Office Equipment	740		
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 978	\$	
SUB-TOTAL	\$207,542	\$224,303	
Less: Reimbursements Administrative Charges	\$(93,776)	\$(20,648)	
GRAND TOTAL	\$113,766	\$203,655	\$

FUND	DEPARTMENT	DIVISION		ACTIVITY NO.	
GENERAL	ADMINISTRATION	PERSONNEL		AAGF500	
WORK PROGRAM					
In mid - 1977 the Personnel Division transferred from the Department of Administration to direct supervision of the Office of City Manager. Data for 1976 and 1977 are shown below for historical and accounting purposes only.					

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	PURCHASING	110-40-900-50000 AAGG500

BUDGET COMMENTS

The 1978 Adopted Budget for this division represents an increase of \$54,578 (31.9 percent).

Personal Services have increased \$15,385 (10.5 percent). For 1978 the switchboard operator position is budgeted in this division; in 1977 it was budgeted in the Department of Emergency Communications. One Typist-Clerk position has been deleted from the 1978 budget.

Contractual Services show the largest increase - \$37,423. The major cause is increased data processing expense (\$37,181), with increased telephone rates also playing a lesser role (\$260). Other accounts show reductions. The allocation in Account 295 is entirely for data processing expenses.

Commodities have increased \$2,000, due to increased expenses of printing, postage and office supplies.

Capital Outlay includes \$2,000 for maintenance of cafeteria equipment, and \$400 for replacement of one calculator and one adding machine.

For 1978 this division generates \$54,634 in budgeted revenues to the General Fund.

ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$ 136,427	\$ 146,428	\$ 161,813
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$ 136,427	\$ 146,428	\$ 161,813
CONTRACTUAL SERVICES			
210 Utilities	\$	\$	\$
220 Communications	3,003	3,240	3,500
230 Transportation	886	750	650
240 Advertising			
250 Insurance	25		
260 Dues and Subscriptions	246	300	300
270 Professional Services	397	600	700
280 Maint. of Bldgs & Improvements			
290 Maintenance of Equipment	498	998	980
295 Other Contractual Services	1,660	1,783	38,964
TOTAL CONTRACTUAL SERVICES	\$ 6,715	\$ 7,671	\$ 45,094
COMMODITIES			
310 Office Supplies	\$ 12,300	\$ 14,000	\$ 16,000
320 Clothing and Linen			
330 Food, Drugs & Chemicals	141	150	150
340 Opr. Supplies - Buildings & Improvements			
350 Repair Parts - Buildings & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools	23	25	25
395 Other Commodities			
TOTAL COMMODITIES	\$ 12,464	\$ 14,175	\$ 16,175
CAPITAL OUTLAY			
410 Land	\$	\$	\$
420 Buildings	501	2,000	2,000
430 Improvements Other Than Bldgs.			
440 Office Equipment		630	400
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 501	\$ 2,630	\$ 2,400
SUB-TOTAL	\$ 156,107	\$ 170,904	\$ 225,482
Less: Reimbursements			
Administrative Charges	(59,074)	(54,634)	
Revenue Sharing (Capital Outlay)		(2,630)	
GRAND TOTAL	\$ 97,033	\$ 113,640	\$ 225,482

FUND	DEPARTMENT	DIVISION		ACTIVITY NO.		
GENERAL	ADMINISTRATION	PURCHASING		110-40-900-50000 AAGG500		
WORK PROGRAM						
<p>This division acts as the centralized purchasing office for the City as well as various boards and agencies. Such centralization allows for the highest quality merchandise at the most economical price. The development of purchasing procedures and systems includes regular discussions with salespersons, processing of purchase orders and requisitions, and taking and analyzing bids. An additional function of this division is the disposal of all surplus and condemned City property and sale of state right-of-way property.</p> <p>The Purchasing Division also operates the Stationery Stores and Duplicating service, which are self-sustaining. This function provides all departments with duplicating services and office supplies and acts as a clearing account for switchboard and postage charges, office machine maintenance contracts, legal advertising, and City vehicle license plates.</p> <p>This division also handles insurance programs for Vehicular Liability and Building and Contents Insurance.</p>						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Purchasing Manager	1	1	1	1509-2128	\$ 20,242	\$ 22,723
Assistant Purchasing Manager	1	1	1	1202-1598	17,015	18,563
Buyer	2	3	3	1014-1347	38,729	43,257
Administrative Aide III	1	1	1	958-1272	14,402	15,266
Administrative Aide II	1	1	1	856-1136	12,856	13,628
Secretary	1	1	1	648-906	7,989	9,908
Account Clerk I	1	1	1	613-810	8,665	9,592
Switchboard Operator II	1	0	1	580-765		9,185
Clerk II	4	4	4	549-724	30,975	31,815
Typist-Clerk	1	1	0	519-685	6,906	
Sub-Total	14	14	14		\$157,779	\$173,937
Add: Longevity					2,456	3,242
Less: Amount charged to Stationery Stores					(13,807)	(15,366)
Total					\$146,428	\$161,813
Full-Time Equivalent	14	14	14			
First Quarter						\$ 42,997
Second Quarter						36,991
Third Quarter						43,957
Fourth Quarter						37,868
Total						\$161,813

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	RETIREMENT & INSURANCE	110-40-940-50000 AAGH500
BUDGET COMMENTS			
The 1978 budget for the Retirement and Group Insurance Division shows an increase of \$6,089.			
Personal Services have increased \$4,380, due to normal merit increases and the salary improvement.			
Contractual Services have increased \$309, due to increased telephone costs, increased travel expenses, and additional data processing charges.			
Account 295 includes \$2,956 for data processing expense and \$100 for Motor Pool charges.			
Commodities have increase by \$600, primarily due to increased printing expense.			
One Electric typewriter is budgeted as Capital Outlay.			
Revenues to the General Fund generated by this division are as follows: Wichita Employee's Retirement (\$18,035), Police and Fire Pension (\$18,035), Water Utility (\$665), Sewer Utility (\$444), and Refuse Collection (\$412). These revenues total \$37,591.			
ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$ 26,347	\$ 35,582	\$ 39,962
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$ 26,347	\$ 35,582	\$ 39,962
CONTRACTUAL SERVICES			
210 Utilities	\$		
220 Communications	496	475	525
230 Transportation	464	350	400
240 Advertising			
250 Insurance			
260 Dues and Subscriptions	74	80	80
270 Professional Services			
280 Maint. of Bldgs & Improvements			
290 Maintenance of Equipment	145	70	70
295 Other Contractual Services	\$	\$ 2,847	\$ 3,056
TOTAL CONTRACTUAL SERVICES	\$ 1,179	\$ 3,822	\$ 4,131
COMMODITIES			
310 Office Supplies	\$ 4,136	\$ 2,600	\$ 3,200
320 Clothing and Linen			
330 Food, Drugs & Chemicals			
340 Opr. Supplies - Buildings & Improvements			
350 Repair Parts - Buildings & Improvements	170		
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 4,306	\$ 2,600	\$ 3,200
CAPITAL OUTLAY			
410 Land	\$	\$	\$
420 Buildings	59		
430 Improvements Other Than Bldgs.			
440 Office Equipment	1,666		800
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 1,725	\$	\$ 800
SUB-TOTAL	\$ 33,557	\$ 42,004	\$ 48,093
Reimbursements	\$ (24,130)	\$ (32,944)	\$
GRAND TOTAL	\$ 9,427	\$ 9,060	\$ 48,093

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
GENERAL	ADMINISTRATION	RETIREMENT & INSURANCE	110-40-940-50000 AACH500

WORK PROGRAM

This division is responsible for the overall coordination and direction of the City retirement systems insurance programs, and the Deferred Compensation Plan of City government and employees.

The division acts as the administrative arm for four boards--the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board--which establish policy and programs. The Retirement & Insurance Director also serves as a voting member on the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibilities of this division are:

1. Employees' Group Life Insurance Plan
2. Employees' Group Health Insurance Plan

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Retirement and Insurance						
Director	1	1	1	1347-1898	\$18,215	\$20,444
Administrative Aide I	0	1	1	724-958	9,327	10,458
Secretary	1	1	1	648-906	7,653	8,649
Sub-Total	2	3	3		\$35,195	\$39,551
Add: Longevity					387	411
Total					\$35,582	\$39,962
Full-Time Equivalent	2	3	3			
First Quarter						\$10,654
Second Quarter						9,146
Third Quarter						10,737
Fourth Quarter						9,425
TOTAL						\$39,962

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.	
GENERAL	ADMINISTRATION	TREASURY	110-40-980-50000	AAGJ500
BUDGET COMMENTS				
<p>The adopted 1978 budget for this division shows a \$20,014 (9.2 percent) increase. Personal Services have increased \$13,718 (7.6 percent) due to normal merit increases and the salary improvement.</p> <p>Contractual Services have increased a total of \$3,691, primarily due to higher telephone rates and an additional line (\$356), additional equipment maintenance expense (\$400), and additional data processing expense (\$3,583). Account 295 includes: Armored car service (\$5,344), Official Motor Pool rental (\$1,459), and Central Data Processing charges (\$8,227), for a total of \$15,030.</p> <p>Commodities have increased \$2,605, due to increased expense for office supplies, postage, and clothing allowance.</p> <p>No Capital Outlay is budgeted for 1978.</p> <p>For 1978, \$78,249 has been budgeted as a revenue to the General Fund generated by this division.</p>				
ACCOUNT CLASSIFICATION		ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES				
110 Salaries & Wages		\$169,976	\$179,983	\$193,701
120 Employee Claims				
TOTAL PERSONAL SERVICES		\$169,976	\$179,983	\$193,701
CONTRACTUAL SERVICES				
210 Utilities		\$ 1,450	\$ 1,456	1,812
220 Communications		913	600	762
230 Transportation		150		
240 Advertising		769	1,885	1,075
250 Insurance		81	165	165
260 Dues and Subscriptions				
270 Professional Services				
280 Maint. of Bldgs & Improvements				
290 Maintenance of Equipment		2,055	1,700	2,100
295 Other Contractual Services		10,778	11,447	15,030
TOTAL CONTRACTUAL SERVICES		\$ 16,196	\$ 17,253	\$ 20,944
COMMODITIES				
310 Office Supplies		\$ 22,482	\$ 21,150	\$ 23,730
320 Clothing and Linen		108	75	100
330 Food, Drugs & Chemicals				
340 Opr. Supplies - Buildings & Improvements				
350 Repair Parts - Buildings & Improvements		31		
360 Operating Supplies - Equipment				
370 Repair Parts - Equipment		91		
380 Operating Supplies - Construction				
390 Minor Apparatus and Tools		11		
395 Other Commodities				
TOTAL COMMODITIES		\$ 22,723	\$ 21,225	\$ 23,830
CAPITAL OUTLAY				
410 Land		\$	\$	
420 Buildings		314		
430 Improvements Other Than Bldgs.		352		
440 Office Equipment		512		
450 Vehicular Equipment				
460 Operating Equipment		186		
470 Other Capital Outlay				
TOTAL CAPITAL OUTLAY		\$ 1,364	\$	\$
SUB-TOTAL		\$210,259	\$218,461	\$238,475
Reimbursements		(79,116)	(78,249)	
GRAND TOTAL		\$131,143	\$140,212	\$238,475

FUND	DEPARTMENT	DIVISION		ACTIVITY NO.		
GENERAL	ADMINISTRATION	TREASURY		110-40-980-50000 AAGJ500		
WORK PROGRAM						
<p>The Treasury serves as the vehicle for the collection and distribution of all the City's revenue. Within this activity the City Treasurer is responsible for maintaining projections of cash balance, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management.</p> <p>The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records, monitoring the complete taxicab program and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.</p>						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
City Treasurer	1	1	1	1347-1898	\$ 20,999	\$ 22,259
Deputy City Treasurer	1	1	1	1202-1598	18,092	19,178
Administrative Aide III	0	0	1	958-1272		13,627
Administrative Aide II	1	1	0	856-1136	12,856	
Accountant I	1	1	1	856-1136	12,856	13,627
Secretary	1	1	1	648-906	7,750	8,724
Account Clerk I	4	4	4	613-810	35,864	38,039
Parking Meter Coin Collector	2	2	2	613-810	15,385	17,137
Cashier I	1	1	1	613-810	9,164	9,714
Teller	3	4	4	549-724	30,407	33,080
Clerk II	1	1	1	549-724	6,877	7,690
Teller (P.T. - 50%)	4	2	2	549-724	6,693	7,003
Sub-Total	20	19	19		\$176,943	\$190,078
Add: Longevity					3,040	3,623
Total					\$179,983	\$193,701
Full-Time Equivalent	18	18	18			
First Quarter						\$ 51,733
Second Quarter						44,413
Third Quarter						52,393
Fourth Quarter						45,162
Total						\$193,701

FUND GENERAL	DEPARTMENT ADMINISTRATION	DIVISION COMMUNITY ARTS	ACTIVITY NO. AAGM500
BUDGET COMMENTS			
<p>For 1977 this division was transferred to the Department of Community Facilities. The 1976 data are shown only for historical and accounting purposes.</p>			
ACCOUNT CLASSIFICATION		ACTUAL 1976	BUDGET 1977
PERSONAL SERVICES			
110 Salaries & Wages		\$ 23,210	
120 Employee Claims			
TOTAL PERSONAL SERVICES		\$ 23,210	
CONTRACTUAL SERVICES			
210 Utilities		\$	
220 Communications		363	
230 Transportation		297	
240 Advertising			
250 Insurance			
260 Dues and Subscriptions		119	
270 Professional Services			
280 Maint. of Bldgs & Improvements			
290 Maintenance of Equipment		84	
295 Other Contractual Services			
TOTAL CONTRACTUAL SERVICES		\$ 863	
COMMODITIES			
310 Office Supplies		\$ 2,318	
320 Clothing and Linen			
330 Food, Drugs & Chemicals		39	
340 Opr. Supplies - Buildings & Improvements			
350 Repair Parts - Buildings & Improvements			
360 Operating Supplies - Equipment		43	
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools		2	
395 Other Commodities			
TOTAL COMMODITIES		\$ 2,402	
CAPITAL OUTLAY			
410 Land		\$	
420 Buildings			
430 Improvements Other Than Bldgs.			
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY		\$	
SUB-TOTAL		\$ 26,475	
GRAND TOTAL		\$ 26,475	

FUND GENERAL	DEPARTMENT ADMINISTRATION	DIVISION COMMUNITY ARTS	ACTIVITY NO. AAGM500
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WORK PROGRAM

Effective as of 1977 this division has been in the Department of Community Facilities. The 1976 data are shown below for historical and accounting purposes only.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Community Arts Director	1					
Secretary	<u>1</u>					
Total	2					
Full-Time Equivalent	2					

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.	
GENERAL	ADMINISTRATION	OCCUPATIONAL SAFETY	AAGN500	
BUDGET COMMENTS				
This division was terminated during 1977. Its functions have been transferred to the Personnel Division for 1978. The 1976 and 1977 data are shown for historical and accounting purposes only.				

FUND GENERAL	DEPARTMENT ADMINISTRATION	DIVISION OCCUPATIONAL SAFETY	ACTIVITY NO. AAGN500			
WORK PROGRAM						
<p>This division was terminated during 1977. Occupational Safety functions have been transferred to the Personnel Division for 1978. The 1976 and 1977 data below are shown only for historical and accounting purposes.</p>						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Occupational Safety Officer	1	1			\$18,053	
Secretary	<u>1</u>	<u>1</u>			<u>8,023</u>	
Total	2	2			\$26,076	
Full-Time Equivalent	2	2				

